



TENTATIVE MAPS FOR MAJOR SUBDIVISION STAFF CHECK LIST

Tentative Map Number _____ Accepted for filing _____ by _____
Date Name

YES

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NO

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MORATORIA (Check yes if the project is affected by a moratorium. Refer to moratorium book under the name of area.)

ASSOCIATED DOCUMENTS AND INFORMATION REQUIRED

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Discretionary Permit Application Form (DPLU #346). Make sure applicant has filled out and signed the front.

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Acknowledgment of Filing Fees and Deposits (DPLU #126). If case involves a deposit (new major subdivision, etc.), have applicant sign the back of DPLU #126.

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ENVIRONMENTAL REVIEW:

a. Four (4) copies of AEIS (DPLU#367), USGS map with site marked and photos with directions marked

or

b. Three (3) copies of EIR and two (2) copies of letter requesting waiver of AEIS

or

c. Two (2) copies of a letter in reference to existing initial study or impact report

or

d. Exempt if condominium conversion.

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RESOURCE PROTECTION ORDINANCE (DPLU #374)

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Slope analysis (two (2) maps):

a. septic/leach lines

b. feasible grading

c. flood plain

d. proposed lot lines

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Encroachment/Open Space Map (if applicable).
Two (2) copies

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Preliminary Flood Plain Evaluation Form (DPLU #394).

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Preliminary Drainage Study.

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Evidence of Legal Parcel (DPLU #320) (see policy G-3).

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Two (2) copies of the Preliminary Title Report not more the 6 months old.

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Disclosure Statement (DPLU #305).

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Authorization Form for Pre-Scoping Meeting (DPLU #176). Make sure the applicant has signed the form. If the applicant is requesting a Pre-Scoping Meeting, write the date, time and Conference Room on DPLU #176. Make a copy for the applicant, keep the original with the submittal.

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Associated requests for Rezones, Major Use Permits, Variances, Specific Plans being filed concurrently. Planned Development Projects must be filed concurrently.
<input type="checkbox"/>	<input type="checkbox"/>	School Letters: Letter from each applicable school district.
<input type="checkbox"/>	<input type="checkbox"/>	Sewer Letter.
<input type="checkbox"/>	<input type="checkbox"/>	Water Letter.
<input type="checkbox"/>	<input type="checkbox"/>	Fire Letter.
<input type="checkbox"/>	<input type="checkbox"/>	Additional Services Letters.
<input type="checkbox"/>	<input type="checkbox"/>	Hazardous Waste Form (DPLU #580).
		Public Notice Package:
		<input type="checkbox"/> Assessor's Map(s) properly marked.
		<input type="checkbox"/> Typed list.
		<input type="checkbox"/> One set of stamped and addressed envelopes.
		<input type="checkbox"/> Gummed labels (one set).
		<input type="checkbox"/> Public Notice Certification (DPLU #514 and DPLU #299).
<input type="checkbox"/>	<input type="checkbox"/>	Vicinity Map/Project Summary (DPLU #524) Must show proposed lots and roads. If it is a rezone, then contiguous zones must be shown on the map.
<input type="checkbox"/>	<input type="checkbox"/>	Condominium Conversion. If yes,
		<input type="checkbox"/> Signed affidavit of notice requirements met
		<input type="checkbox"/> Three (3) sets of stamped and addressed envelopes for each apartment unit.
<input type="checkbox"/>	<input type="checkbox"/>	Two (2) copies of a Stormwater Management Plan.

MAP AND SEPIA

<input type="checkbox"/>	<input type="checkbox"/>	Legible prints.
<input type="checkbox"/>	<input type="checkbox"/>	Size of map no larger than 36" x 48".
<input type="checkbox"/>	<input type="checkbox"/>	Copies - Thirty (30) folded prints.

STATEMENTS ON THE MAP AND SEPIA

<input type="checkbox"/>	<input type="checkbox"/>	Title Block "County of San Diego Tract _____."
<input type="checkbox"/>	<input type="checkbox"/>	North point and scale.
<input type="checkbox"/>	<input type="checkbox"/>	Vicinity Map.
YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Health Department Stamp and Signature (if septic).
<input type="checkbox"/>	<input type="checkbox"/>	Street Names Section approval.

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|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Assessor's Tax Rate Area, book, page, and parcel. |
| <input type="checkbox"/> | <input type="checkbox"/> | Legal description, abbreviated. |
| <input type="checkbox"/> | <input type="checkbox"/> | Name, Address, Telephone number and Signature of Property Owner(s). |
| <input type="checkbox"/> | <input type="checkbox"/> | Name, Address, Telephone number and Signature of Subdivider(s). |
| <input type="checkbox"/> | <input type="checkbox"/> | Name, Address, Telephone number and Signature of Engineer or Surveyor. |
| <input type="checkbox"/> | <input type="checkbox"/> | Acreage, total gross and net, for the project. |
| <input type="checkbox"/> | <input type="checkbox"/> | Minimum lot size being created. |
| <input type="checkbox"/> | <input type="checkbox"/> | Gross and net acreage of each lot. |
| <input type="checkbox"/> | <input type="checkbox"/> | Lots/Parcels/DUs, total for map. |
| <input type="checkbox"/> | <input type="checkbox"/> | Zoning Box, existing and proposed. |
| <input type="checkbox"/> | <input type="checkbox"/> | General Plan Regional Category, G.P. Land Use Designation, and Community Plan or Subregional Area. |
| <input type="checkbox"/> | <input type="checkbox"/> | Special Assessment Act Proceedings Statement. |
| <input type="checkbox"/> | <input type="checkbox"/> | Park Dedication Statement and location of park if land is to be dedicated. |
| <input type="checkbox"/> | <input type="checkbox"/> | Street Lights Statement or proposed location. |
| <input type="checkbox"/> | <input type="checkbox"/> | Vesting Tentative Map, if applicable (residential projects only). Site Plan must be filed at the same time a vesting map is filed. |
| <input type="checkbox"/> | <input type="checkbox"/> | Condominium Statement, if applicable. If residential include number of DUs. |
| <input type="checkbox"/> | <input type="checkbox"/> | Condominium Conversion: all structures, walkways, parking, trash areas, and number of dwelling units by number of bedrooms. |
| <input type="checkbox"/> | <input type="checkbox"/> | Tentative Parcel Map Statement if the Tentative Map is submitted for the purpose of filing a parcel map. See Section 66426 of the Subdivision Map Act for further information. |
| <input type="checkbox"/> | <input type="checkbox"/> | Solar Access Statement. |
| <input type="checkbox"/> | <input type="checkbox"/> | Topography shown and extended 100' outside property. Source of data. |

DISTRICTS

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|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Sewer or septic. |
| <input type="checkbox"/> | <input type="checkbox"/> | Water or wells. |
| <input type="checkbox"/> | <input type="checkbox"/> | Fire. |
| <input type="checkbox"/> | <input type="checkbox"/> | All schools - elementary, junior, and high. |
| <input type="checkbox"/> | <input type="checkbox"/> | Street lighting. |

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Other.

DESIGN

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|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Numbering of lots, parcel or condo units, including private streets. Condominium units must be numbered. |
| <input type="checkbox"/> | <input type="checkbox"/> | Dimensions of all property lines of the subdivision and the lots/parcels. |
| <input type="checkbox"/> | <input type="checkbox"/> | Acreage, gross and net of each lot. |
| <input type="checkbox"/> | <input type="checkbox"/> | Easements for other than road purposes, existing or proposed width. |
| <input type="checkbox"/> | <input type="checkbox"/> | Streets approximate grades, widths, names, radii of curves, cross sections, private vs. public. |
| <input type="checkbox"/> | <input type="checkbox"/> | Grading Plan shall show grading for construction or installation of all improvements to serve the subdivision and feasible grading for the creation of building sites on each lot together with driveway access thereto. |
| <input type="checkbox"/> | <input type="checkbox"/> | Improvements proposed, where applicable. |
| <input type="checkbox"/> | <input type="checkbox"/> | Pad elevations, where applicable. |
| <input type="checkbox"/> | <input type="checkbox"/> | Water courses, flow direction, storm drains, widths of area subject to inundation where appropriate. |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing buildings, traveled ways and streets on a subject property and within 100 feet. Show and label building(s) to remain and to be removed. Show distances between buildings (existing and proposed) and property and easement lines. |
| <input type="checkbox"/> | <input type="checkbox"/> | Adjacent subdivisions and parcel maps; show map number. |
| <input type="checkbox"/> | | The project has been deemed complete pursuant to the California Government Code Section 65943, however, pursuant to California Government Code Section 65944, the County may, in the course of processing the application, request the applicant to clarify, amplify, correct or otherwise supplement the information required for the application. |

APPLICABLE POLICIES

Check **YES** if applicable.

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| <input type="checkbox"/> | <input type="checkbox"/> | Ground Water Policy. |
| <input type="checkbox"/> | <input type="checkbox"/> | Hillside Development Policy. If not known, will be determined during the environmental review. |
| <input type="checkbox"/> | <input type="checkbox"/> | Posting (DPLU #319). Give to applicant. |
| <input type="checkbox"/> | <input type="checkbox"/> | Field Check Date (DPLU# 382). Remind applicant to flag site 10 days after filing date. |

OTHER NOTATIONS IMPORTANT TO PLANNER: